



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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IN REPLY
REFER TO

AQOI

JAN 14 1998

**MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS
COMMANDERS, DCMC CONTRACT ADMINISTRATION
OFFICES**

**SUBJECT: DCMC Memorandum No. 98-36 Establishment of a Process Action Team (PAT)
(TASKING)**

This is a TASKING Memorandum. It expires upon completion of the required action.
Target Audience: District Commanders and personnel engaged in the PAT.

Tasking:

- Purpose: Request support from District Commanders for the establishment of a PAT to develop a top level metric for the Specialized Safety process.
- Requirement:
 - Individuals identified in the attachment are requested as PAT members and have been contacted as to their availability.
 - The PAT will provide a systematic review of Specialized Safety as a process and develop a customer-oriented metric clearly related to the service rendered, linked to the process and supporting organizational objectives. The deliverable is a top level metric that will be applied consistently throughout the Specialized Safety process. Due date is March 30, 1998.

Point of Contact for Further Information:

Ms. Linda James
DCMC Flight Operations, Specialized Safety and Environmental Team
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JILL E. PETTIBONE
Executive Director
Contract Management Policy

Attachment



Specialized Safety - Top Level Metric Team Charter

- I. **AUTHORITY.** AQOI and AQ
- II. **OBJECTIVE AND SCOPE.** The Process Action Team is assembled to develop a top level outcome based metric for the Specialized Safety process. Also, the team will identify feeder metrics that influence the top level metric.
- III. **COMPOSITION.** The proposed team composition is as follows:

Mr. Gregory Larson, DCMDW	Team Leader
Mr. Tony Marcinowski, DCMDE	
Mr. Al Ursery, DCMDW	
Ms. Rhonda Miller, AQB	Facilitator
Mr. Robert Kennedy, AQOD	
Ms. Sandy Seward, AQAC	

IV. **DIRECTION AND CONTROL.**

A. Timeline

January	Initial meetings
February	Draft metric defined for review by District and DCMC personnel.
March 30	Metric finalized.
April	Formal presentation to Executive Team (as directed by AQO).
June	Incorporation of metric into the DCMC Business Plan.

B. Guidelines

1. The overall goal is to tie our metric closer to our customers' objectives. The metric should drive performance and reinforce value-added activity. Our primary customers are the PM and PCO.
2. Specialized safety should be looked at as a process supporting contract administration. The metric should be defined within the framework of the seven-command level outcome based metrics.
3. The team should refer to the DCMC Metrics Users Guide and the DCMC Guide for Metric Development for assistance in developing the metric.
4. The team can meet as often as they think necessary but they should take full advantage of electronic communication. Funding for travel is provided by DCMC directed travel.

V. **DISESTABLISHMENT.** The team will be terminated upon completion of this project.